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**DEPARTMENT MEMO**

**DEPARTMENT:** Public Works  
**FROM:** Eric Oscarson  
**MEETING:** July 18, 2022

**SUBJECT:**

Consider approval of a minute order for the purchase of a new Signal Technician Service Truck and a new Parks ROW Crew Truck using an existing Purchasing Cooperative agreement with Buyboard from Caldwell Country Chevrolet of Caldwell Texas in the amount not to exceed \$104,884.56. (*Staff Presenter: Eric Oscarson, Public Works Director*)

**SUMMARY:**

The table below shows the new additional vehicles for positions added to the Parks Department and the Traffic Signs and Marking division. One Vehicle is a Service type truck with a static elevated work platform to perform sign and signal maintenance, the other is a Crew Cab truck for Right of Way Mowing used to transport equipment and groups of staff. These operations have already been staffed and are currently working from loaner vehicles at this time due to purchasing delays. The purchases of these vehicles was included in the staffing request that was previously approved, with an estimated cost of \$96,000. However, due to recent cost increases on new vehicles and out-fitting charges, we have seen an increase in all costs for the vehicles and equipment. The additional expenses can be covered by fund balance in the Governmental Equipment Replacement Fund. The purchase will be completed using the BuyBoard purchasing cooperative, these purchases were planned for and budgeted. A Letter of Intent was provided to the Vendor to insure that these units would be available for purchase, the order window for the 2022 Model year was open for less than 2 weeks during this past August 2021.

Department	New Unit	Cost
Traffic	New Unit	\$63,142.00
Parks	New Unit	\$39,686.00
	Contingency	\$2056.56
	<b>Grand Total</b>	<b>\$104,884.56</b>

Staff is adding a 2% contingency to account for any unforeseen changes in order to complete the purchase expeditiously.

Staff contacted one other Dealership to get comparison pricing. That Vendor quoted \$17,394.08 more to supply 2023 Year Model Chassis of a like specification.

**OPTIONS:**

1. Approve of a minute order for the purchase of a new Signal Technician Service Truck and a Parks ROW Crew Truck using an existing Purchasing Cooperative agreement with Buyboard from Caldwell Country Chevrolet of Caldwell Texas in the amount not to exceed \$104,884.56.
2. Deny a minute order for the purchase of a new Signal Technician Service Truck and a Parks ROW Crew Truck using an existing Purchasing Cooperative agreement with Buyboard from Caldwell Country Chevrolet of Caldwell Texas in the amount not to exceed \$104,884.56.

**RECOMMENDATION:**

Approve of a minute order for the purchase of a new Signal Technician Service Truck and a Parks ROW Crew Truck using an existing Purchasing Cooperative agreement with Buyboard from Caldwell Country Chevrolet of Caldwell Texas in the amount not to exceed \$104,884.56.

**FISCAL IMPACT:**

**Budgeted Y/N:** Y

**Fund Name:** Governmental Equipment Replacement Fund

**Full Account #s:** 502-8211-559-7445

**Amount:** \$64,404.84

**Project (if applicable):**

**Financial Considerations:**

**Budgeted Y/N:** Y

**Fund Name:** Governmental Equipment Replacement Fund

**Full Account #s:** 502-8211-559-7455

**Amount:** \$40,479.72

**Project (if applicable):**

**Financial Considerations:**

**STAFF CONTACT:**

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Public Works

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